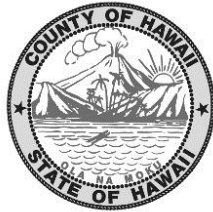


COUNTY OF HAWAI'I  
DEPARTMENT OF  
RESEARCH AND DEVELOPMENT



Solicitation for Proposals  
Economic Development Grants  
For Fiscal Year 2015-2016

(July 1, 2015 to June 30, 2016)

DEADLINE TO APPLY

Monday, April 27, 2015, 4:30 p.m. Hawai'i-Aleutian Standard Time

Issued by:

County of Hawai'i

Department of Research and Development

Mailing Address: 25 Aupuni Street, Room 1301, Hilo, Hawai'i 96720

Telephone: (808) 961-8366

Fax: (808) 935-1205

Email: [chresdev@hawaiicounty.gov](mailto:chresdev@hawaiicounty.gov)

Website: <http://www.hawaiicounty.gov/research-and-development/>

February 24, 2015

*The County of Hawai'i is an Equal Opportunity Provider and Employer*

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**NOTICE OF AVAILABILITY**  
**ECONOMIC DEVELOPMENT GRANTS**  
**FOR FISCAL YEAR 2015-2016**

(July 1, 2015 to June 30, 2016)

SEALED PROPOSALS must be received on or before 4:30 p.m. Hawai'i-Aleutian Standard Time, Monday, April 27, 2015, in either of two locations. In Hilo, deliver to the County of Hawai'i, Department of Research and Development, 25 Aupuni Street, Room 1301, Hilo, HI 96720. In Kona, deliver to the County of Hawai'i, Office of the Mayor, 75-5044 Ane Keohokalole Highway, Building C (Second Floor), Kailua-Kona, HI 96740. The deadline noted above is not a post mark date. Proposals must be received by the County by the above referenced deadline at either of the locations described above. Proposals received after the deadline will not be considered and will be returned to the applicant unopened.

**ECONOMIC DEVELOPMENT GRANTS FOR FISCAL YEAR 2015-2016**

The Department of Research and Development is soliciting proposals for economic development grant awards in preparation for the 2015-2016 fiscal year. The intent of the grant program is to support sustainable economic development in agriculture, business development, community building, energy, film, healthcare, and tourism. Proposals must address and support the program goals and objectives for the above subject areas. Proposals submitted shall be reviewed and considered for the receipt of funding, to supplement existing or proposed project or program budgets for the applicant organizations.

All proposals reviewed and recommended for funding by the Department of Research and Development shall be subject to the County of Hawai'i's executive and legislative budget review process. Notification of the Department's approval and recommendation for funding shall be made by June 30, 2015.

Proposal forms, specifications and special provisions can be obtained at the Department website <http://www.hawaiicounty.gov/research-and-development/> or call (808) 961-8366. Questions regarding clarification of any information contained in the Solicitation for Proposals document, including all attachments, must be received in writing on or before March 13, 2015. The County of Hawai'i reserves the right to reject any proposal.

Kawehi Inaba  
Director, Department of Research and Development

Hawai'i Tribune-Herald  
West Hawai'i Today

Publication Date: February 24, 2015 and March 1, 2015

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COUNTY OF HAWAI‘I  
DEPARTMENT OF RESEARCH AND DEVELOPMENT  
ECONOMIC DEVELOPMENT GRANTS FOR FISCAL YEAR 2015-2016  
SOLICITATION FOR PROPOSALS

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DEPARTMENT OF RESEARCH AND DEVELOPMENT  
ECONOMIC DEVELOPMENT GRANTS FOR FISCAL YEAR 2015-2016

**SOLICITATION FOR PROPOSALS**

The Department of Research and Development (hereinafter referred to as “Department”) annually solicits proposals for projects or activities that support sustainable economic development for Hawai‘i County in its program areas of agriculture, business development, community building, energy, film, healthcare, and tourism. The Solicitation for Proposals described herein reflects the Department’s goals to support economic development programs proposed by community organizations, research and educational institutions and government agencies.

**A. Program Goals and Objectives**

1. Agriculture. The Department awards funding in the range of \$5,000 to \$25,000 for agricultural projects that expand the market for Hawai‘i County’s products, and create private-public partnerships for agricultural research and infrastructure and agriculture extension programs. Proposals for projects in the following areas will be considered:
  - a) Innovative agricultural research that is related to current agricultural issues and supported by the agricultural sector it is intending to serve;
  - b) Marketing and promotion of agricultural products such as locally grown and value-added initiatives including home gardens;
  - c) Training of new farmers and development of agricultural skills that build broader community capacities to farm responsibly;
  - d) Initiatives that will add post-harvest value to local farm produce (exclusive of facilities and equipment purchase);
  - e) Collection and dissemination of information that will address clear needs in the agricultural community.
  - f) Will support two aquaculture projects that fulfill any one of the above areas (a-e).Commodity groups may form consortia to submit integrated marketing proposals. The maximum funding that can be awarded to these consortia projects is \$50,000.
2. Business Development. The Department awards funding in the range of \$2,000 to \$25,000 for projects that foster community-based economic development initiatives. Proposals for projects in the following areas will be considered:
  - a) Dissemination of business related information that will enable businesses to expand, diversify and compete;
  - b) Development of the local workforce;

c) Community economic development projects.

Priority will be given to applications that address projects that support, promote, and help build Hawai'i Island's science and technology (STEM) sector in the areas of business expansion and development and/or workforce development.

3. Community Building. The Department awards funding in the range of \$3,000 to \$25,000 for projects related to two initiatives for the Community Building Program. Proposals in the following areas will be considered:

- a) Economic Development Planning. Island-wide, inclusive planning projects that explore sustainable economic development for Hawai'i Island.
- b) Healthcare. Proposals related to the following healthcare subjects will be considered.
  - 1) Improve access to healthcare for underserved communities;
  - 2) Support community-based consortia working to improve access to healthcare;
  - 3) Economic impact research on one or more areas of Hawai'i Island's healthcare industry;
  - 4) Promote healthcare careers.

4. Energy. The Department awards funding in the range of \$10,000 to \$25,000 for energy and energy efficiency projects. Proposed projects will target expansion of renewable energy implementation, energy efficiency initiatives, and transportation energy efficiency on Hawai'i Island. Proposals for projects in the following areas will be considered:

- a) Innovative energy research and deployment;
- b) Research and deployment of renewable energy and energy efficient transportation;
- c) Marketing research and promotion of renewable energy and efficient transportation;
- d) Urgent energy interests to the community.

5. Film. The Department awards funding in the range of \$1,000 to \$5,000 for projects that support and promote Hawai'i Island's film and media industry. Proposals for projects in the following areas will be considered:

- a) Marketing efforts that promote film and media production on Hawai'i Island;
- b) Film industry workforce development and training projects;
- c) Projects to support the local development of creative content.

6. Tourism. The Tourism Program's work is guided by the goals and objectives of the Hawai'i Island Tourism Strategic Plan: 2006-2015, which is available online at the Hawai'i Tourism Authority's website, <http://www.hawaii-tourismauthority.org/about-hita/plans/>.

Proposals for projects in the following areas will be considered:



- a) One award of up to \$550,000 may fund a comprehensive, island-wide, marketing and promotional program that includes:
  - 1) Expansion of direct air service to the island;
  - 2) Coordinated Convention, Meetings and Incentive (CMI) market initiatives;
  - 3) Kama'aina visitor campaigns; and
  - 4) Targeted international and niche market visitor outreach.
- b) Proposals requesting up to \$20,000 will be considered for the following Tourism Program projects:
  - 1) Greetings, entertainment, and improved arrival/departure experiences at our points of entry (harbors and airports) in conjunction with the appropriate state and county agencies;
  - 2) Training programs for visitor industry employees on how to partner with emerging international (China, Korea) and target market niches (group tours, wholesalers, etc.).

Programs currently receiving support through any of the Department of Research and Development's program areas or the Hawai'i Tourism Authority's County Product Enrichment Program will not be considered.

## **B. Proposal Specifications**

Successful proposals will clearly show a public or community nexus to the stated outcomes of the proposal. Funds may not be used for: equipment; capital improvements; construction and construction materials; business or organizational start-up plans; fundraising; human health or disease related research; film production; or costs associated with proposal production and submission. All proposals shall be subject to the provisions and stipulations of this Solicitation for Proposals, including the following Proposal Specifications and the non-exclusive Contract Provisions attached hereto as Exhibit B and made a part hereof which are subject to modification as determined by the County of Hawai'i during its executive review process.

1. **Matching Funds Requirement.** There is a one-to-one matching funds requirement to the amount of funds requested. At time of application the proposer must identify the organization or organizations providing matching funds and the amount of each contribution. If the proposer is awarded funding, the proposer must provide the Department with proof of its matching funds within thirty (30) days of its award notification. Acceptable proof of matching funds includes, but is not limited to, a letter of matching funds commitment, copy of a check, receipts of deposit, bank statement, or a copy of an agreement between the proposer and another sponsor. A mere list of sponsors

and/or in-kind contributions is not acceptable proof. Matching funds documentation is required for contract execution.

2. Proposal Format and Required Forms. Applicants must submit a proposal that follows the Proposal Narrative Guidelines described on pages nine and ten below. Complete proposals must be submitted to the Department by the deadline set forth below. Costs associated with preparing the proposal shall not be charged to the County of Hawai'i. Failure to provide all information requested in this Solicitation for Proposals may result in the rejection of the proposal. A complete proposal submission includes the following sections in the order shown below:

- a) Exhibit A-1—Grant Application Form and Signed Acknowledgement.
- b) Exhibit A-2—Project Budget Form (two pages): Project Income and Project Expense Budgets.
- c) Exhibit A-3—Organization Information and Document Cover Sheet.
- d) All current Organizational documents listed on Exhibit A-3.
- e) Proposal Narrative: The proposal must be typed on a maximum of five pages of plain, white, letter-size paper with one-inch margins on all sides in a font size no smaller than 11 points. A smaller font size is allowed for data tables. The proposal, not including the required forms and documents listed above is limited to seven pages:
  - Abstract: One page.
  - Project Narrative: Maximum five pages.
  - Budget Narrative: Maximum one page.

Narrative sections should be numbered and labeled using the format described in the Proposal Narrative Guidelines on pages nine and ten.

3. Submission Instructions. Applicants are required to submit:
  - a) One complete original application package that includes Exhibit A-1, Exhibit A-2, Exhibit A-3, all current organizational documents, and the Proposal Narrative comprised of the Abstract, Project Narrative, and Budget Narrative, and
  - b) Two copies of all forms and narratives except for the organizational documents.

Sealed proposal packages must be received on or before 4:30 p.m. Hawai'i-Aleutian Standard Time on April 27, 2015, in one of the following two locations:

- In Hilo: County of Hawai'i Building, Department of Research and Development, 25 Aupuni Street, Room 1301, Hilo, Hawai'i 96720.
- In Kailua-Kona: West Hawai'i Civic Center, Office of the Mayor, 75-5044 Ane Keohokalole Highway, Building C (Second Floor), Kailua-Kona, Hawai'i 96740.

All proposals will be time-stamped when received and shall remain sealed until the deadline. The proposer shall be solely responsible for the timely arrival of its proposal. Proposals delivered by email or fax will not be accepted.

The deadline noted above is not a post mark date. Proposals received in the office of the Department of Research and Development after the deadline will not be considered and will be returned to the proposers unopened.

Proposals shall not be made available to the public until such time as an award is made or all proposals are rejected by the Department. After award, all proposals shall be public information, except proposal sections containing proprietary information or other information not appropriate for public perusal, which shall be sealed by the proposer in a separate envelope marked "PROPRIETARY INFORMATION."

4. Solicitation Amendment Process. Any proposer who discovers any ambiguities, conflicts, discrepancies, omissions or other errors in the Solicitation for Proposals shall notify the Department in writing on or before Friday, March 13, 2015. Modifications of the Solicitation for Proposals shall be made by issuing an addendum by Wednesday, March 18, 2015, and a written notice of such modifications shall be sent to all persons who have submitted written questions to the department.

If a proposer fails to notify the Department on or before Friday, March 13, 2015, of any errors in the Solicitation for Proposals known to the proposer, the proposer shall submit a proposal at its own risk. If the proposer is selected by the Department, the proposer shall not be entitled to additional compensation or time by reason of such errors or their later correction.

The Department may also modify the Solicitation for Proposals prior to the April 27, 2015, deadline by issuing an addendum to all persons who have submitted a request as described above, or by issuing addenda after negotiations have begun with all proposers whose proposals are being considered for funding. All addenda shall be numbered consecutively beginning with number "1".

Applicants should monitor the posting web site for any addenda necessitated by a modification of the Solicitation for Proposals prior to the April 27, 2015, deadline. Only written addenda in response to written inquiries or comments will be considered as alteration to this Solicitation for Proposals.

5. Interpretation of Provisions. Notwithstanding any other provisions, if there is any doubt as to the interpretation of any of the provisions herein, the proposer shall submit an

inquiry **in writing** on or before Friday, March 13, 2015. The Department shall issue an addendum responding to the inquiry by Wednesday, March 18, 2015, as indicated above. Any questions regarding the interpretation of any provision after proposals have been opened and/or a contract awarded shall be subject to a ruling by the Director of the Department, whose decision shall be final. In addition, the Director shall have the sole power to decide and resolve matters which may arise in the future and/or which may not be covered in the proposal.

6. Proposer Qualifications. The proposer shall:
  - A. Be an educational institution, State agency, a not-for-profit organization incorporated under the laws of the State of Hawai'i or a non-profit organization exempt from the federal income tax by the Internal Revenue Service. In the case of a non-profit organization, members of its governing board shall have served without compensation and have no material conflict of interest.
  - B. Have at least one (1) year of experience with the project or in the program area being proposed. The Director may grant an exception from this requirement if the proposer has demonstrated the necessary experience in the program area.
  - C. Be licensed and accredited, as applicable, in accordance with the requirements of the federal, state and county governments;
  - D. Have a staff or authorized representatives adequately trained to administer and provide the service described;
  - E. Meet all the requirements of the funding source(s);
  - F. Meet matching fund requirements; and
  - G. Have bylaws and policies that describe the manner in which business is conducted including management, and fiscal policies and procedures, and policies on nepotism and the management of potential conflict of interest situations.
7. Proposal Evaluation Criteria. Proposals shall be evaluated on the following:
  - A. Qualification/Experience: Maximum 15 points
    - Depth and breadth of experience in performing similar work.
    - Level of integrity, reliability and credibility of the organization.
    - The extent to which the organization has the capacity to carry out the proposed project, including the appropriate mission and structure to fulfill the needs and requirements of the proposed project.
  - B. Fiscal Capacity and Accountability: Maximum 20 points
    - Realistic, thorough, and accurate budget.
    - Level of other sources of funds committed to the proposed project.
    - The strength of fiscal and administrative controls to properly manage county funds.

C. Project Impact: Maximum 20 points

- Level to which the proposed project aligns with program area goals.
- Extent to which the proposal demonstrates a specific need and potential impact of the proposed project.

D. Project Feasibility: Maximum 45 points

- The extent to which the proposal reflects a coherent and feasible approach for successfully addressing the identified outcomes and outputs and includes reasonable timelines for completion of work.
- The clarity with which specific roles and responsibilities are defined.
- The strength of the justification for the project's approach, including addressing any barriers that may impact the project's success.

The Department reserves the right to make an award based only upon proposals as submitted or may require submittal of additional information and/or oral presentation.

The Department also reserves the right to negotiate with one or more proposers and request best and final offers provided that no proposer's proposal or information regarding its negotiation with the Department shall be public information or shared with any other proposer until after an award is made.

The Department further reserves the right to use any ideas presented in any proposal or as a result of any negotiation, unless marked "PROPRIETARY," whether from a successful or rejected proposal.

The Director of the Department shall be the final judge in the selection of the proposals, which will best accomplish the needs of the County and in accordance to the availability of funds.

8. Disclosure of Proposal Contents. All proposal information, including pricing, shall be held in strict confidence and shall not be revealed or discussed with competitors. Proposals submitted may be reviewed and evaluated by those officials who have a legitimate interest in the matter and by no others. All material submitted from all proposers becomes the property of the County of Hawai'i. If any material is returned, it will be at the option of the Department. Proposal information that is considered by the proposer to be proprietary should be identified by the proposer as such and sealed in a separate envelope. If information is not identified as proprietary, the County reserves the right to use any or all ideas presented in any of the proposals. Selection or rejection of the proposal does not affect this right.

In evaluating proposals, any pages marked "PROPRIETARY," "CONFIDENTIAL" or otherwise clearly intended not to be made public WILL NOT be considered, except those dealing with financial resources and condition or references, existing customers and the like. Thus, if all pages of a proposal are marked as not public information or a cover document indicates the entire proposal is proprietary or otherwise restricted, the proposal may be rejected. The Department shall have the option of (1) requesting that sections improperly marked as proprietary be amended or (2) rejecting the proposal without further action.

At the conclusion of the process, resulting in either a contract award or rejection of all proposals, all material except that marked proprietary shall become public information.

9. Initial Proposal Screening. An initial screening shall take place immediately after the proposals are opened by a representative of the County. The initial screening process involves reviewing all submitted proposals for completeness, conformity, and clarity, and to see if all significant requirements of the Solicitation for Proposals have been addressed. Proposals not meeting these minimum requirements may be rejected and dropped from further consideration.
10. Proposal Evaluation. The Director of the Department shall select a review committee or a designated program specialist to review the proposals. Proposals shall be evaluated based on the Proposal Evaluation Criteria listed hereinabove. Unless all proposals are rejected, the Department shall enter into negotiations with one or more qualified proposers and may request best and final offers.

Discussions may be conducted with individual proposers whose proposals were determined to be likely to be selected for award, but proposals may be accepted without such discussions. Selected proposer(s) should be prepared to give a presentation to the Department in support of their proposal prior to final selection, if deemed necessary. The Director of the Department shall make the final selection.
11. Rejection of Proposals. The Director of the Department reserves the right to accept or reject any or all proposals and to waive any defects in said Solicitation for Proposals if deemed to be in the best interest of the County.
12. Withdrawal of Proposals. A proposer may withdraw its proposal by submitting a written request to the Director of the Department any time prior to the proposal being scheduled for review and evaluation.
13. Indemnity. If selected, the applicant shall indemnify, save and hold harmless the County and all of its officers, agents and employees from any and all claims for deaths, injuries, losses, damages and liabilities to persons or property occasioned wholly or in part by acts

or omissions of the proposer, its agents, officers, employee, or any persons under the control of the proposer.

14. Reporting Requirement. If selected, the applicant shall be required to provide a final report of the funded project to the Department. Department funding must be acknowledged in this report and in all other publications based on the project results. Interim reports may also be required per the contractual agreement. All project(s) reports and results are considered public property and cannot be patented, copyrighted or restricted in any manner unless specifically agreed to by both parties.
15. Contact for Information. If the proposer requires additional information, requests for additional information shall be made to:  
Department of Research and Development  
25 Aupuni Street, Room 1301  
Hilo, Hawai'i 96720  
Telephone number: (808) 961-8366  
Fax number: (808) 935-1205  
Email address: [chresdev@hawaiiicounty.gov](mailto:chresdev@hawaiiicounty.gov)

### **C. Proposal Narrative Guidelines**

1. Project Summary or Abstract (maximum one page)
  - Brief description of the proposed project.
  - Overall timetable of the proposed project; project must be initiated after June 30, 2015, but prior to June 30, 2016.
  - Budget summary (differentiate County and other funds).
2. Organization Qualifications—Briefly discuss your organization's qualifications including:
  - Organization history, mission, goals, and target population served.
  - Experience or expertise which qualifies your organization to carry out the project.
3. Statement of Need and Justification—Address the following in detail:
  - Explain how your proposed project meets the goals of the Department of Research and Development's program area goals.
  - Identify and describe the need that your proposed project will fulfill.
  - Explain why your project is important to both your organization and to Hawai'i Island.
  - Briefly describe your proposed project's impact on Hawai'i Island's economy.
4. Project Goals and Objectives—Explain what your project proposes to accomplish by describing the following:
  - Project goals—describe your project's broad goals.

- Objectives or outcomes—describe the initial and short-term outcomes your project will produce.
5. **Project Plan and Methodology**—Explain what your organization will do to accomplish the project goals and objectives:
    - Describe your project timeline, the location and or facilities used, your project lead, and all personnel involved in project implementation.
    - Describe all planned project activities and outputs.
    - Describe the specific measures you will use to evaluate your project’s implementation, activities, and outcomes. These measures should be specific, measurable, achievable, results-oriented, and time bound.
    - Describe any plans to share project results or disseminate information to the broader community.
    - Describe your plans for sustaining the project if applicable.
  6. **Budget Narrative**—Discuss the budget form submitted with your proposal:
    - Describe the total cost of your proposed project.
    - Describe all sources of funding for the project.
    - Provide a detailed breakdown of each line item in Exhibit A-2, and the source of funds for each line item.

#### **D. Budget Instructions and Clarifications**

##### **1. Income**

- List all income sources on the “Exhibit A-2 Project Budget” Income form in the Cash and In-Kind Contribution sections. Indicate the dollar value in either the “Anticipated” or the “Committed” column.
- The applicant’s funding request should be listed in the space provided.
- Matching funds may not come from any other County of Hawai’i source (unless the applicant is a County agency).

##### **2. Expenses**

- List all expenses on the “Exhibit A-2 Project Budget” Expense form.
- Enter the dollar amount in the correct source of funding column.
- The maximum allowed for Administrative Expense is 10 percent of the subtotal of expenses allocated to the R&D Grant column.

Project expense estimates must be reasonable, directly related to the proposed project, and clearly described and justified in the budget narrative. The following list includes examples of some common expenses allowable in the Economic Development Grant program:



- Advertising
- Brochures
- Collateral materials
- Electronic media
- Equipment rental
- Entertainment
- Facility rental
- Postage
- Posters
- Printing
- Products
- Public relations
- Salary and wages (at prevailing wages)
- Security
- Shipping
- Some consultant services
- Supplies and materials
- Travel
- Website development or enhancement

Personnel costs should not be the primary use of grant funds. To demonstrate financial sustainability, projects will not rely on grant funding for critical operating expenses.

**Ineligible** uses of R&D Supplemental Funding include the following expenses:

- Capital improvement (construction)
- Construction materials
- Equipment purchase
- Film production
- Fundraising expenses
- Health or disease related research
- Organizational start up plans
- Proposal expenses

**Calculations.** Total Project Income and Total Project Expense must be the same. Total cash match and total in-kind contribution income must match the expenses allocated to each funding source.

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## EXHIBIT A-1—GRANT APPLICATION FORM

Department of Research and Development  
Economic Development Grants for Fiscal Year 2015-2016

Applicant Information      Please complete each field below

Project Title \_\_\_\_\_

Organization Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Telephone \_\_\_\_\_

Email Address \_\_\_\_\_

Program Area      \_\_\_\_\_ Agriculture  
*Please select just one*      \_\_\_\_\_ Business Development  
                             \_\_\_\_\_ Community Building (Econ Dev Planning and Healthcare)  
                             \_\_\_\_\_ Energy  
                             \_\_\_\_\_ Film  
                             \_\_\_\_\_ Tourism

<b>Funding Summary</b>	<b>Amount</b>
R&D funds requested	\$ _____
Funds from other sources	\$ _____
In-kind contribution value	\$ _____
Total Project Cost	\$ _____

### ACKNOWLEDGEMENT

I, the undersigned, hereby certify that the information provided in this Department of Research and Development Solicitation for Proposals has been reviewed in its entirety and the affixed signature accepts responsibility on behalf of said organization to inform its members of the content herein. All terms and conditions of this Department of Research and Development Solicitation for Proposals shall be a part of any contract entered into as a result of this proposal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please type or print clearly)

\_\_\_\_\_  
Date Signed

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## EXHIBIT A-2—PROJECT BUDGET FORM

Department of Research and Development  
Economic Development Grants for Fiscal Year 2015-2016

### Income

Project Title \_\_\_\_\_

Please list all income to be used to implement the proposed project. Provide an explanation of all matching funds in your budget narrative including an explanation of any anticipated funding.

CASH	Anticipated	Committed	Total
R&D Award			
Applicant Organizational Budget			
Individual contributions			
Membership fees			
Earned income			
Current cash assets			
Other Funding Sources:			
Total Cash Income			
IN-KIND CONTRIBUTION	Anticipated	Committed	Total
Total In-Kind Contributions			
<b>TOTAL PROJECT INCOME</b>			

## EXHIBIT A-2—PROJECT BUDGET FORM

Department of Research and Development  
Economic Development Grants for Fiscal Year 2015-2016

## Project Expenses

Project Title \_\_\_\_\_

Please list all project expenses and the source of funding used for each line item. Categories should be specific and described in detail in the budget narrative. Total Project Income must equal Total Project Expenses.

[illegible]

## EXHIBIT A-3 ORGANIZATIONAL INFORMATION AND DOCUMENT COVER SHEET

Department of Research and Development  
Economic Development Grants for Fiscal Year 2015-2016

Project Title \_\_\_\_\_

### A. Please provide the following organizational information

1. Organization Name (as listed on all organizational documents)  
\_\_\_\_\_
2. Complete name(s) and title(s) of the person(s) authorized to execute agreements on behalf of your organization (as described in your by-laws and corporate resolution).  
\_\_\_\_\_
3. Organization Physical Address  
\_\_\_\_\_
4. Organization Mailing Address  
\_\_\_\_\_
5. Organization Telephone Number and Fax Number (if available)  
\_\_\_\_\_
6. Organization Website (if available)  
\_\_\_\_\_
7. Federal Tax ID Number and Hawai'i General Excise Tax Number  
\_\_\_\_\_
8. According to organizational documents, the organization:  
Requires a corporate seal \_\_\_\_\_ Does not require a corporate seal \_\_\_\_\_

### B. Required Organizational Documents (attach one set only)

- \_\_\_\_ Current Charter or Articles of Incorporation;
- \_\_\_\_ By-Laws;
- \_\_\_\_ Corporate Resolution
- \_\_\_\_ A current Board of Directors list including names, titles, addresses, occupations and term of office for all officers and members of the Board of Directors.
- \_\_\_\_ A list of persons who will execute the project and manage the funded activities. Include descriptions of their education, work experience and qualifications. Current curriculum vitae may be used to provide descriptions of education, work experience and qualifications;
- \_\_\_\_ Copy of IRS verification of tax-exempt status;
- \_\_\_\_ Current Financial Statements – signed and dated

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**EXHIBIT B—CONTRACT PROVISIONS**  
**DEPARTMENT OF RESEARCH AND DEVELOPMENT**  
**ECONOMIC DEVELOPMENT GRANTS FOR FISCAL YEAR 2015-2016**

1. **Payment.** Payment shall be made available to the Contractor upon execution of the contract, and upon receipt of proper invoicing, proof of Contractor's matching funds, appropriate tax clearances, written reports and other information required from the contractor under the contract. All such information shall be mailed or delivered to the Department of Research and Development, 25 Aupuni Street, Room 1301, Hilo, Hawai'i, 96720. Final payment shall be made available to the Contractor upon the County's receipt and approval of the contractor's final written report in accordance with the requirements described in Notice of availability of Economic Development Grants for Fiscal Year 2015-2016, and the County's issuance of a notice of final approval and acceptance advising the Contractor of the satisfactory fulfillment of the terms of the contract and compliance with ACT 190, HRS section 103D-310(c).
2. **Progress Payments.** The Contractor's compensation shall be paid in periodic progress payments only if specifically called for by a schedule in the contract.
3. **Tax Clearance and Vendor Compliance.** Responsibility of Offerors in §3-122-112 HAR. Offeror shall produce documents to the Department of Research and Development to demonstrate compliance with this section. Prior to completion of contracts the following requirements must be met. Effective July 1, 2011, the Governor of Hawai'i signed Act 190 into law, which requires compliance documentation for awards of \$2,500.00 or more:

All vendors doing business with the State or County are required to comply with the applicable statutes, administrative rules and procedures. State or County agencies must verify compliance prior to award. Acceptable verification is through Hawai'i Compliance Express (HCE). Vendors wishing to do business with the State or County must register in HCE and be in compliance.

HCE is a one-stop online program where vendors verify and manage their compliance. Once a vendor is registered, HCE provides the following proof of compliance/compliance documentation:

- Certificate of Good Standing from the Department of Commerce and Consumer Affairs Business Registration Division.
- Tax Clearances (federal and state) from the Department of Taxation.
- Compliance with HRS Chapters 383 Hawai'i Employment Security Law (Unemployment Insurance), 386 Worker's Compensation Law, 392 Temporary Disability Insurance and 393 Prepaid Healthcare Act, from the Department of Labor and Industrial Relations.

There is a nominal fee to subscribe to HCE. Please note that it may take two or more weeks to establish a vendor account in HCE. For more information and to register, see <http://vendors.ehawaii.gov>.

After registering, it is the vendor's responsibility to remain compliant at all times in order for the HCE certificate to be valid. Final payment will not be made on any contract out of compliance. In the event the Contractor is unable to register with HCE within ten (10) calendar days of being requested to do so, the County may proceed to re-open negotiations with other acceptable submittals.

4. **Term.** The term of the contract shall commence as of the effective date of the contract and continue to and including the date specified in the contract, unless the contract is terminated sooner as provided in the contract. Notwithstanding the foregoing, the term of the contract may be extended by written, mutual agreement of the parties.
5. **Reports.** The Contractor shall prepare and submit to the Department of Research and Development (the "Department") written reports as specified in the contract using the standardized Progress and Final Report Forms as provided in the Notice of Availability of Economic Development Grants for Fiscal Year 2015-2016.
6. **Program Approval.** All programs funded by the County under the contract shall be subject to and receive approval of the County prior to any payment to the Contractor. Any changes or deviations to any program must be submitted in writing for the review and approval of the Department. The Department's approval shall be in writing.
7. **Print and Broadcast Media.** The Contractor shall acknowledge the County of Hawai'i Department of Research and Development as a contributor of funds in all printed, broadcast, and other advertisement and educational material and documents relating to the Contractor's program.
8. **Modifications of Contract.** The County may at any time make such modifications in the contract, which shall be made by a written supplemental agreement. Modifications involving no reduction or increase in compensation may be made by written order of the Director of the Department of Research and Development (the "Director"). All modifications requested by the Contractor shall be in writing.
9. **Delay in Performance of Contract.** If any delay in the performance under the contract occurs as a result of unforeseeable causes beyond the control and without the fault or negligence of the Contractor, including but not limited to: acts of God, acts of the public enemy, acts of the County with respect to the contract, acts of another contractor in the performance of a contract with the County, fire, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather, or delays of subcontractors or suppliers arising from unforeseeable causes beyond the control and without the fault or negligence of both the

Contractor and such subcontractors or suppliers, then the Contractor may be granted an extension of the time for performance corresponding to the delay. No extension of time however, shall be granted unless a written application therefore stating in detail the cause or causes of delay is filed by the Contractor with the Director within ten (10) calendar days after the commencement of the delay. No extension of time shall be deemed a waiver of the right of the County to require the completion of the services under the contract within the time required herein as so extended by the specific terms of such extension, nor a waiver of right to terminate the contract for any other or additional delay not covered by the specific terms of such extension.

10. **Abandonment of the Program, Death or Disability of Contractor.** In the event the County terminates the contract because it wishes to abandon, defer, restudy or revise the program, or in the event the Contractor, in the case of an individual, dies or becomes physically or mentally disabled, the Contractor or the Contractor's estate shall be compensated in the same proportion of the compensation under the contract as the services performed bear to the services to be performed under the contract.
11. **Right of the County to Terminate.** The County shall have the right to suspend performance under the contract or terminate the contract in whole or in part at any time by written notice to the Contractor. If the termination is for reasons other than default of the Contractor, the Contractor shall be compensated in the same proportion of the compensation under the contract as the services performed bear to the services to be performed under the contract.
12. **Termination Due to Contractor's Default.** The County shall have the right to terminate the contract, if the Contractor:
  - a. Fails to begin work under the contract at the required times; or
  - b. Unnecessarily delays the performance of the Contract or any part thereof; or
  - c. Fails to perform the contract in accordance with specified times; or
  - d. Fails to perform the contract in accordance with directions from the Director; or
  - e. Discontinues performance of the contract; or
  - f. Becomes insolvent or is declared bankrupt or commits any act of bankruptcy or insolvency; or
  - g. Fails to pay for all labor, tools, material and/or equipment; or
  - h. Violates or fails to comply with any of the terms, covenants and conditions of the contract.
13. **Authority to Withhold Money Due or Payable.** The County may withhold such amounts from the money due or to become payable under the contract to the Contractor as may be necessary to protect the County against liability or to satisfy the obligations of the Contractor to the County.

14. **Indemnity.** The Contractor shall perform the contract as an independent contractor and shall indemnify and save the County and its officers and employees harmless from any and all deaths, injuries, losses and damages to persons or property, and any and all claims, demands, suits, action and liability therefore, caused by error, omissions or negligence in the performance of the contract by the Contractor or the Contractor's subcontractors, agents and /or employees, until such time as action against the Contractor for death, injuries, losses and damages is barred by the provisions of Chapter 657, Hawai'i Revised Statutes, as amended, relating to limitations of action.
15. **Authority of the Director.** The Director shall decide any question or dispute concerning any provision of the contract, which may arise during its performance. The Director's decision shall be final and binding upon all parties unless the same is fraudulent or capricious or arbitrary or so grossly erroneous as necessarily to imply bad faith or is not supported by substantial evidence, provided that nothing herein shall be construed as making final and binding any decision of the Director on a question of law. Pending final decision of any dispute or question, the Contractor shall proceed diligently with the performance under the contract in accordance with the decision of the Director.
16. **Laws and Regulations.** The contractor shall be responsible for being fully informed of all state and federal laws, ordinances, codes, rules and regulations, which in any manner may affect the contract and the performance thereof, including but not limited to:
- a. All sections of the Hawai'i County Charter and Hawai'i County Code;
  - b. Chapter 103, Hawai'i Revised Statutes, as amended, relating to expenditure of public money;
  - c. Chapter 378, Hawai'i Revised Statutes, as amended, relating to fair employment practices;
  - d. Chapter 489, Hawai'i Revised Statutes, as amended, relating to discrimination in public accommodations;
  - e. Chapter 396, Hawai'i Revised Statutes, as amended, relating to occupational safety and health; and
  - f. Chapter 386, Hawai'i Revised Statutes, as amended, relating to workers' compensation law.

The Contractor shall comply with all such present county, state and federal laws, ordinances, codes, rules and regulations, and all amendments thereto. If any discrepancy or inconsistency is discovered between the contract and any such law, ordinance, code, rule or regulation, the Contractor shall forthwith report the same in writing to the Director.

**17. Nondiscrimination Clause.** Pursuant to Executive Order No. 142, County of Hawai'i, dated February 11, 2005, and amended on February 8, 2012, during the performance of this contract, the contractor agrees as follows:

- a. The Contractor shall comply with all requirements set forth in federal and state laws and regulations relative to Title VI of the Civil Rights Act of 1964, as amended, which provide for nondiscrimination in federally assisted programs.
- b. The Contractor shall not discriminate against any employee or applicant for employment because of sex, pregnancy, race, ancestry, national origin, religion, color, disability, age, marital status, military status, veteran's status, sexual orientation, lactation, arrest and court record, citizenship, or any other classification protected by state or federal law. The Contractor shall assure that applicants are employed and that employees are treated fairly during employment without regard to race, ancestry, national origin, religion, color, disability, age, marital status, military status, veteran's status, sexual orientation, lactation, arrest and court record, citizenship or any other classification protected by state or federal law. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. The Contractor agrees to post in conspicuous places notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.
- c. The Contractor shall in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants shall receive consideration for employment without regard to sex, pregnancy, race, ancestry, national origin, religion, color, disability, age, marital status, military status, veteran's status, sexual orientation, lactation, arrest and court record, citizenship, or any other classification protected by state or federal law.
- d. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract, this contract may be canceled or suspended in whole or in part and the Contractor may be declared ineligible for further County contracts until such time that the Contractor by satisfactory evidence, in good faith, ceases such discriminatory practices or procedures.
- e. The contractor who subcontracts any portion of the contract shall assure the County that such subcontractor shall abide by the nondiscrimination provisions stated herein and agrees that any subcontractor who is found in violation of such provisions shall subject the principal contractor's contract with the County to be terminated or suspended pursuant to Section 17-d above.

- f. The County may direct any bidder, prospective contractor, or subcontractor to submit a statement in writing signed by an authorized officer, agent, or employee of the contracting party that the signer's practices and policies do not discriminate on the grounds of sex, pregnancy, race, ancestry, national origin, religion, color, disability, age, marital status, military status, veteran's status, sexual orientation, lactation, arrest and court record, citizenship, or any other classification protected by state or federal law, and that the terms and conditions of employment under the proposed contract shall be in accordance with the purposes and provisions stated herein.

The Contractor shall comply with all such present county, state and federal laws, ordinances, codes, rules and regulations, and all amendments thereto. If any discrepancy or inconsistency is discovered between the contract and any such law, ordinance, code, rule or regulation, the Contractor shall forthwith report the same in writing to the Director.

18. **Remedies Not Exclusive.** The express provision in the contract of certain measures which may be exercised by the County for its protection shall not be construed to preclude the County from exercising any other or further legal or equitable right to protect its interests.
19. **Forum Selection.** No action or proceeding involving the contract shall be commenced by either party except in the Circuit or District Courts of the Third Circuit, County of Hawai'i, State of Hawai'i; nor shall any action commenced in such court be removed or transferred to any other state or federal court.
20. **Contractor's Failure to Comply with All Requirements of Solicitation and Contractual Conditions.** The Contractor's failure to comply with any and all of the conditions of the contract and the Solicitation for Proposals, referenced in the contract and made a part thereof, may result in the denial or rejection of future funding to the Contractor from the County.
21. **Construction of Contract.** The masculine shall be deemed to embrace and include the feminine and the singular shall be deemed to embrace and include the plural whenever required in the context of the contract.
22. **Campaign Contributions by State and County Contractors Prohibited.** Contractor agrees to comply with HRS Section 11-355, which states that campaign contributions are prohibited from a State and County government contractor during the term of the contract if the contractor is paid with funds appropriated by the legislative body between the execution of the contract through the completion of the contract.

## EXHIBIT C-1—PROGRESS REPORT FORM

County of Hawai'i Department of Research and Development  
Economic Development Grants for Fiscal Year 2015-2016

MOA Number \_\_\_\_\_

Organization Name \_\_\_\_\_

Project Title \_\_\_\_\_

Reporting Period \_\_\_\_\_

Please submit this completed and signed progress report form with a narrative report that addresses each of the following six points.

1. Provide a summary of the work completed during this reporting period.
2. Describe how the funds allocated for this project were used during this reporting period.
3. Describe any adjustments that were necessary during this reporting period for the development and implementation of your project, including any budget adjustments.
4. Briefly describe your next major steps for this project.
5. Add any additional comments as desired and or requested by the Department of Research and Development.
6. Attach copies of all news articles, advertisements, flyers, brochures, promotional materials related to your project that you have collected to date, if applicable.

Submitted by

Signature \_\_\_\_\_

Name and Title \_\_\_\_\_

Date Signed \_\_\_\_\_

Contact Information  
(phone and or email) \_\_\_\_\_

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## EXHIBIT C-2—FINAL REPORT FORM

County of Hawai'i Department of Research and Development  
Economic Development Grants for Fiscal Year 2015-2016

MOA Number \_\_\_\_\_  
Organization Name \_\_\_\_\_  
Project Title \_\_\_\_\_  
MOA Term \_\_\_\_\_

Please submit this completed and signed Exhibit C-2 Final Report Form and a completed C-3 Final Financial Report Form with a narrative report that contains the following required elements.

### General Economic Development Projects

Narrative Report Elements:

1. Describe your project using the project description submitted with your original proposal.
2. Discuss the results of your project in detail
3. Compare your proposed project outcomes with actual outcomes.
4. Using your original proposed methodology, explain why you were or were not able to reach your stated objectives.
5. Describe how, if at all, your project could be improved.
6. Add any additional comments as desired and as requested by the Department of Research and Development.
7. Attach copies of your collected news articles, advertisements, flyers, brochures, promotional materials related to this project.

### Research Projects

Narrative Report Elements:

1. Abstract
2. Introduction
3. Materials and Methods
4. Results
5. Discussion
6. Acknowledgments
7. Literature Cited

I hereby certify that this final narrative and financial report to the County of project income and expenses related to the contract number listed above is accurate and that County funds have been expensed in accordance with the provisions set forth in this Contract, including the budget that was made part of said Contract.

Submitted by  
Signature \_\_\_\_\_  
Name and Title \_\_\_\_\_  
Date Signed \_\_\_\_\_

Department of Research and Development  
Economic Development Grants for Fiscal Year 2015-2016

Submit Exhibit C-3 with a completed and signed Exhibit C-2 and narrative report.

INCOME SOURCE	R&D Grant	Other Cash	In-Kind Contribution	TOTAL INCOME
Research & Development				
TOTAL INCOME				
PROJECT EXPENSES	R&D Grant	Other Cash	In-Kind	TOTAL EXPENSE
TOTAL EXPENSES				